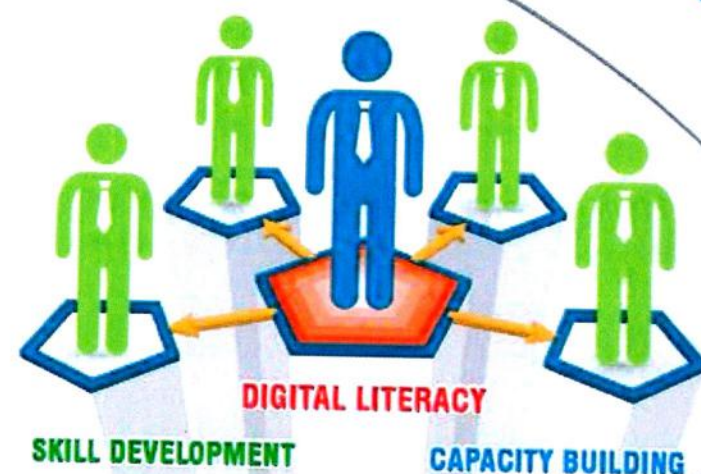


DELEGATION OF POWERS

(with effect from 24th August, 2015)



NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

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FOREWORD

It has been the endeavor of NIELIT to improve work culture and efficiency in decision making. As a part of action plan with regard to D.O. letter dated June 5, 2014 from Cabinet Secretary (which outlines the interactions that Hon'ble Prime Minister had had with all Secretaries), the Committee proposed by MB for reviewing the existing NIELIT DoPs, was approved by the Governing Council in its 32nd Meeting held in 29th November 2014.

Accordingly, the Committee under the Chairmanship of Additional Secretary (e-Gov), DeitY with Joint Secretary & Financial Adviser (JS&FA), DeitY and Managing Director, NIELIT as Members held meetings in May-June, 2015. The recommendations of the said Committee took into consideration the high growth achieved by NIELIT in the recent years, besides the enhancement in its areas of operation, which called for rationalization/ autonomy of powers for continuity of growth and implementation of capacity building measures.

It gives me pleasure to inform the readers that at NIELIT, a slew of measures have been taken to simplify processes, improve transparency, promote accountability and use technology as a 'force-multiplier'.

'Quality is a journey, and not a destination', and thus it has also been our endeavor to further improve the standards of accounting and accountability through internal audits. It is worthwhile to mention that the C&AG audit through the department of posts and telecommunication, had also suggested revision in the existing DoPs, taking into account the anomalies/ ambiguities noticed therein. This revision is also in line with the new paradigm that seeks to convert India into a knowledge economy through the Digital India, Make-In-India, Skill India and other such futuristic programmes of the Government of India.

On behalf of NIELIT, I take this opportunity to express our sincere gratitude to the Hon'ble Minister of Communications & IT, besides Secretary, DeitY, Additional Secretary, DeitY, JS&FA, DeitY, JS (Admin), DeitY and other senior Officers for their guidance and support.

I sincerely hope that the Delegation of Powers which has been revised with effect from 24th August, 2015 with the approval of Hon'ble Minister of Communications & IT (Chairman, GC, NIELIT), is followed in both letter and spirit. For ease of use and accessibility, these DoPs have been categorized as 'Administrative Approvals', 'Financial Approvals' and 'HR & PA Approvals' and the same are also 'colour-coded'.


(DR. ASHWINI KUMAR SHARMA)
MANAGING DIRECTOR, NIELIT

GENESIS

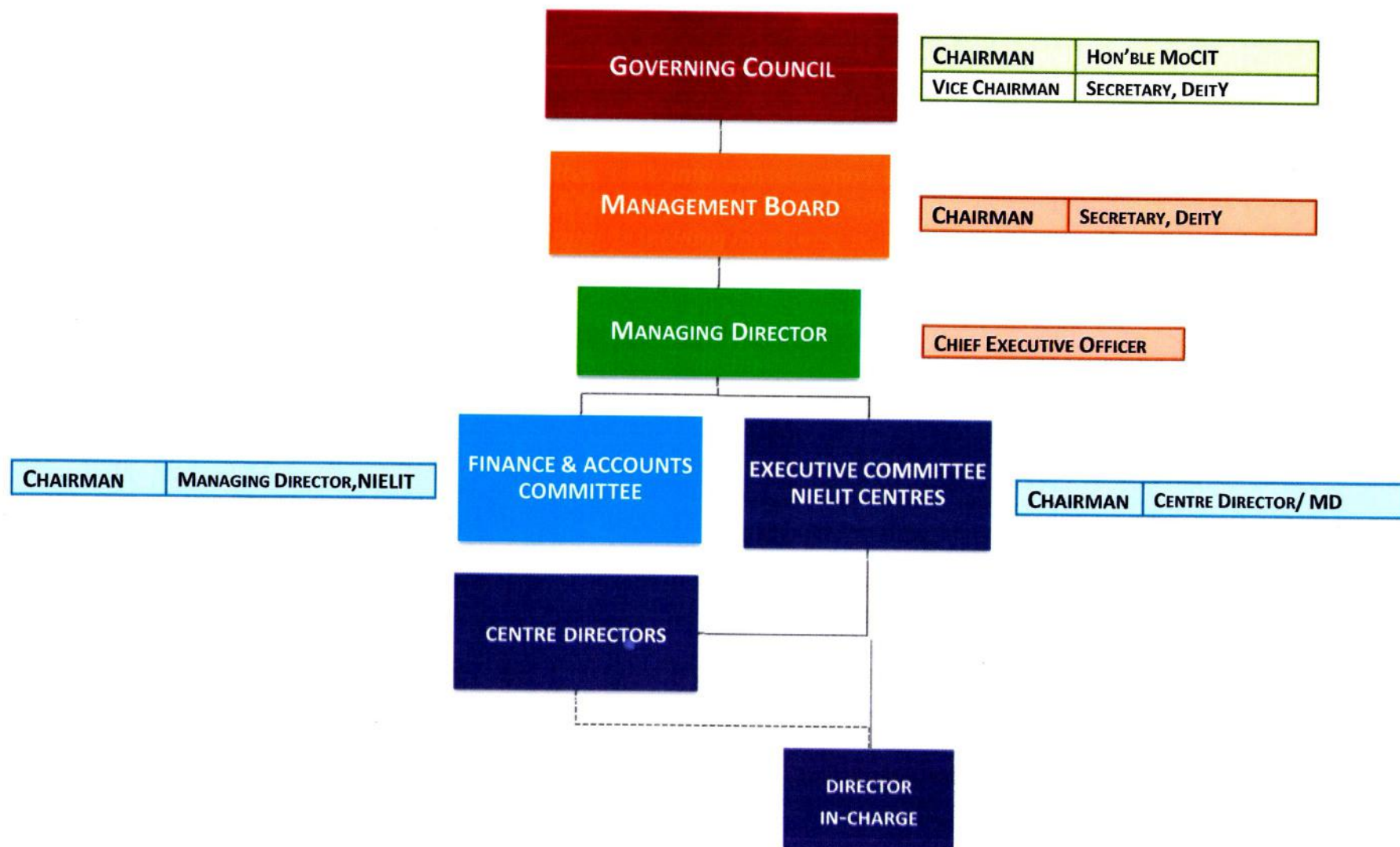
The National Institute of Electronics and Information Technology (NIELIT), is a body under the administrative control of the Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India. NIELIT came into existence in the year 1995 as erstwhile DOEACC Society. In December 2002, RCC, Chandigarh; RCC, Kolkata; and CEDTIs located at Aurangabad, Gorakhpur, Calicut, Imphal, Aizwal, Tezpur/Guwahati and Srinagar/Jammu were merged with the DOEACC Society. After the merger, the mandate of the Society was to carry out HR development and related activities in the area of Information, Electronics and Communication Technology (IECT), as the HRD arm of DeitY. The DOEACC Society was renamed as NIELIT in October 2011.

OVERVIEW

NIELIT is actively engaged in the development of qualified human resources in the areas of IT; Electronics; Communication Technologies; Hardware; Cyber Law; Cyber Security; IPR; GIS; Cloud Computing; ESDM; e-Governance and related verticals. NIELIT offers courses both in the Formal as well as the Non Formal sector of education and is also one of the National Examination bodies which accredit institutes / organizations for the conduct of courses in the Non Formal sector.

NIELIT has been mandated to undertake various projects under Capacity Building in ICT with the objective of creating human resources at various levels including development of employment and self-employment linked quality and cost effective training programmes, besides conducting IT Literacy programmes for the masses, especially targeted towards the rural/ underdeveloped areas in the country. NIELIT is also the preferred agency for many State Governments for rolling out IT Literacy programmes for its employees and the masses.

ORGANIZATIONAL HIERARCHY OF NIELIT



WHAT IS DELEGATION OF POWERS?

Delegation is the assignment of responsibility or authority to another person (normally from a policy maker/ top management or manager or a CEO/ senior management or subordinate) to carry out specific activities. It is one of the core concepts of management leadership. Delegation empowers a subordinate to make decisions, i.e. it is a shift of decision-making authority from one organizational level to a lower one. Delegation, if properly done, is not abdication. In general, delegation is good and can save money and time, help in building skills, and motivate people.

DELEGANT & DELEGATE

The powers of the delegate are precisely those that belonged to the delegant and the actions performed in virtue of the delegation have the same juridical nature as if they had been performed by the delegant himself. Delegation should not, therefore, be regarded as permission or authorization; rather, it is a transfer of power.

When delegation is legally provided for there is no difficulty. It should be noted, however, that even when delegation is authorized by existing law, it is subject to very precise conditions. In the first place, the right to exercise delegation cannot be presumed. Furthermore, those actions for which the right of delegation is granted must be clearly indicated. Finally, delegation must necessarily be limited in time.

EMERGENT CASES

As per Bye-Laws of NIELIT (erstwhile DOEACC Society) vide Serial Number 15, the Chairman of the Governing Council/ Board/ Committee may in emergent cases or under special circumstances exercise the power of the Council/ Board/ Committee, in consultation with one or more Members of the Council/ Board/ Committee and in consultation with Finance Member of the Council/ Board/ Committee. All such matters shall be reported to the Council/ Board/ Committee in their next meeting.

GOVERNMENT OF INDIA GUIDELINES (CVC/GFR/OTHERS)

While incurring expenditure from the Government exchequer, the financial powers delegated to Head of Departments/Head of Offices have to be exercised with utmost care by maintaining financial propriety and strict economy. It has to be ensured that all relevant financial rules and regulations like Delegation of Power, CVC Guidelines, General Financial Rules, 2005, and Govt. guidelines/circulars issued from time to time, are observed. CVC has issued relevant instructions and checklist for the preventive measures in different stages of public procurement. It has also suggested that it is essential to have proper DOPs prepared by all the organizations, so that there is a systematic and uniform approach in decision making. This also involves preparation of a codified purchase/works manual containing the purchase/works procedures and Guidelines. Such an integrated approach would not only help in putting a cap on corruption but would also ensure smoother and faster decision making.

GLOSSARY OF TERMS

Governing Council	<i>means the apex policy making body of the Society. Subject to the provisions of these Rules, the Council shall conduct the Administration and Management of the Society. It shall consist of not less than ten and not more than seventeen members, including the Chairman. Hon'ble MoCIT is the Chairman of the Council and Secretary DeitY is the Vice Chairman and Chief Executive Officer, NIELIT is the Member Secretary.</i>
Management Board	<i>means the executive arm of the Governing Council and shall develop policies for consideration and approval of the council as per the objectives of the society detailed in Memorandum of Association. It is chaired by Secretary DeitY with members as Joint Secretary (societies division), Deity, JS and FA, DeitY with Chief Executive Officer, NIELIT as Member Secretary, two members to be nominated by Chairman GC and three Directors of NIELIT centres as special invitees by rotation.</i>
Managing Director	<i>means the Chief Executive Officer of the Society and reports to Secretary, DeitY (Vice-Chairman, GC & Chairman, MB, NIELIT)</i>
Executive Committee	<i>of NIELIT Centres means Committee constituted at the centre with due representatives from respective State Government(minimum two members), local industry, Academic institutions in the State, Registrar/CFO and AO/FO of the centre, for effective day to day management of the centre.</i>
Director	<i>means an Officer (other than CEO) with grade pay of Rs 10000/- or Rs 8900/- and reports to the Managing Director.</i>
Director In-Charge	<i>means an Officer (other than Centre Director) with grade pay of Rs 7600/- or above and reports to Centre Director/ Managing Director.</i>

DoP SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Managing Director	Executive Committee	Director	Director-in- charge
ADMINISTRATIVE APPROVAL								
1	i)	To receive financial contributions from abroad	Full Powers	-	-	-	-	-
	ii) a)	To accept sponsored projects and receive grants	Full Powers	Full Powers where value upto Rs. 50.00 lakh	-	-	-	-
	ii) b)	To accept/ receive subscriptions or other financial contribution from within the country	Full Powers	-	Full Powers where value upto Rs. 20.00 lakh (to be reported to Management Board)	-	-	-
2		Approval for deputation / training abroad in respect of Chief Executive Officer of the Society	Full Powers – Chairman, GC	-	-	-	-	-


 (B. N. Choudhury)
 Addl Director (P&A)


 (Janak Raj)
 Registrar


 (Rajeev Talwar)
 Chief Finance Officer

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ADMINISTRATIVE APPROVAL								
3		Procurement /disposal of land/ building/built up space	Full Powers	-	-	-	-	-
4		Administrative approval for construction of buildings, interiors or Site preparations	-	Full Powers	Full Powers - upto Rs.1000 .00 lakh in each case	Full Powers upto Rs. 100.00 lakh in each case	Full Powers – upto Rs. 50.00 lakh in each case	Full Powers – upto Rs. 25.00 lakh in each case
5		Re- appropriation of funds within each category viz. Capital and Revenue or vice-versa	-	-	Full Powers	-	Full Powers within the overall position in the budget/ project with due approval of EC.	-
6		Declare stores including office equipments as unserviceable/ obsolete stores, furniture, material, equipments etc. and to approve their mode of disposal and write off of loss on account of disposal – off.	Full Powers	Full Powers upto depreciated value of Rs. 5.00 lakh in each case/proposal	Full Powers upto depreciated value of Rs. 3.00 lakh in each case/proposal	Full Powers up to depreciated value of Rs. 2.00 lakh in each case/ proposal	Full Powers upto depreciated value of Rs. 1.00 lakh in each case/ proposal	Full Powers upto depreciated value of Rs1.00 lakh in each case/ proposal


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ADMINISTRATIVE APPROVAL								
7		Write -off irrecoverable loss of stores, furniture, material, equipments etc. due to theft frauds or negligence of individuals.	Full Powers where original value of each item exceeds Rs. 2.00 lakh	Full Powers where original value of each item exceeds Rs 1.00 Lakh and upto Rs. 2.00 lakh.	Full Powers where original value of each items exceeds Rs 0.50 lakh and upto Rs. 1.00 lakh. All Cases to be reported to MB.	Full Powers where original value of each items upto Rs 0.50 lakh.	Full Powers where original value of each items does not exceeds Rs. 0.05 lakh All Cases to be reported to EC.	Full Powers where original value of each items does not exceeds Rs. 0.05 lakh All Cases to be reported to EC.
8		Write off loss of stores, furniture, material, equipments etc. other than theft frauds or negligence of individuals.	Full Powers where original value of each item exceeds Rs. 2.00 lakh	Full Powers where original value of each item upto Rs. 2.00 lakh.	Full Powers where original value of each items does not exceeds Rs. 1.00 lakh. All Cases to be reported to MB	Full Powers where original value of each item does not exceed Rs. 0.75 lakh.	Full Powers where original value of each items does not exceeds Rs. 0.10 lakh. All Cases to be reported to EC	Full Powers where original value of each items does not exceeds Rs. 0.10 lakh. All Cases to be reported to EC
9		Write - off loss of revenue or irrecoverable loans and Advances.	Full Powers	Full Powers where amount exceeds Rs. 0.50 lakh and upto Rs. 5.00 lakh in each case.	Full Powers where amount exceeds Rs. 0.20 lakh and Upto Rs. 0.50 lakh in each case	Full Powers upto Rs. 0.20 lakh in each case.	Full Powers upto Rs. 0.05 lakh in each case	Full Powers upto Rs. 0.05 lakh in each case


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ADMINISTRATIVE APPROVAL								
10	i)	To depute employees on training in India	-	Full Powers	Full Powers - for cases upto one year. Cases beyond 1 year with approval of MB	-	Full Powers - for cases upto 3 months	Full Powers - for cases upto 3 months
	ii)	To depute employees on training/ Deputation abroad	Full Powers - Chairman, GC for Directors in GP of Rs.10,000/-	-	Full powers except Self/Directors (GP of Rs 10000) for cases upto three months . Cases beyond three months with approval of MB	-	-	-
11		Excess of expenditure over administrative approval	-	Full Powers	Full Powers - upto 20% of project cost	Full Powers - upto 10% of project cost	Full Powers - upto original approval	Full Powers - Upto original Approval
12		Grant of extension of time of contracts including a change in milestones thereby leading to reduction in penalties etc.	Full Powers	Full Powers – for contracts upto the value of Rs.2,500.00 lakh.	Full Powers for contracts upto the value of Rs. 200.00 lakh.	Full Powers for contracts upto the value of Rs. 100.00 lakh.	Full Powers for contracts upto the value of Rs. 50.00 lakh.	-


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ADMINISTRATIVE APPROVAL								
13		Approve policy for selection of users for sharing the facilities of the Society.	-	-	Full Powers	-	-	-
14		Approval of proposals to borrow or raise money towards furthering the objects of the Society and authorization	Full Powers for the approval of the proposal	Full Powers for authorization	-	-	-	-
15		Approve guidelines to set up joint ventures, alliances and such other mechanisms as to full exploit and develop markets for technologies/ products developed by the Society	-	Full Powers	-	-	-	-
16		Approve guidelines to establish and maintain provident and other funds through appropriate mechanism as required for the purposes of the Society	-	Full Powers	-	-	-	-
17		Allocation of funds to Centres on loan without interest out of corpus of the Society	-	Full Powers	Full Powers upto Rs. 200.00 lakh in each case	-	-	-


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ADMINISTRATIVE APPROVAL								
18		Approve procedures to facilitate and enable smooth functioning of the Society and its various activities including matters relating to HRD, Finance, Purchase, Administration, etc. including the participation of competent people within India and Abroad in the activities of the Society	-	-	Full Powers	-	-	-
19	i)	Opening New Units of the Society at new locations	Full Powers	-	-	-	-	-
	ii)	Opening of Temporary office for three months under a project OR for relocation and shifting of an office within a city	-	-	Full Powers	-	-	-
20		Approval of travel by class or accommodation higher than entitlement	-	Full Powers - Chairman, MB	Full Powers except Self	-	Full Powers except self for one step higher only (reasons to be recorded in writing)	Full Powers except self for one step higher only (reasons to be recorded in writing)


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ADMINISTRATIVE APPROVAL								
21		To admit claim on account of TA / LTC / Medical reimbursement submitted after the stipulated period as per staff rules	-	-	Full Powers as per Govt. rules	-	Full Powers as per Govt. rules	Full Powers as per Govt. rules
22		Engagement of Interns with or without any remuneration/ as per the Guidelines of DeitY	-	-	Full Powers	-	Full Powers	Full Powers
23		To execute all agreements, contracts etc. on behalf of the Society except those between himself/herself and the Society including legal documents	-	-	Full Powers	-	Full Powers in respect of the contracts to be entered by the Centre	Full Powers in respect of the contracts to be entered by the Centre
24		To delegate any or all the powers to any officer of the Society.	-	-	Full Powers in respect of powers delegated to MD	-	Full Powers – in respect of powers delegated to Director with the approval of MD.	Full Powers – in respect of powers delegated to Director-in-charge with the approval of MD.


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ADMINISTRATIVE APPROVAL								
25		Approve deputation of employees to other organizations for posts for which power of appointment exists	Full Powers - Chairman, GC for MD	-	Full Powers except Self	-	Full Powers except self upto Group 'B' officials	
26	i)	Approve nomination of employees to committees constituted by other organizations	-	-	Full Powers	-	Full Powers except self	Full Powers except self
	ii)	To constitute various committees/ Sub-Committees comprising of internal/ external members for effective functioning of the Society.	-	-	Full Powers	-	Full Powers	Full Powers
27		To submit Bid against Open Tender / Limited Tender / Single Tender in IECT projects / Consultancy services and for other objectives of the Society	-	-	Full Powers	-	Full Powers - All such cases to be reported to the EC and MD	Full Powers - All such cases to be reported to the EC and MD
28		Approve all running rate contracts/DGS&D contracts for procurements	-	Full Powers	Full Powers upto Rs.300.00 lakh in each case	Full Powers upto Rs. 75.00 lakh in each case	Full Powers upto Rs. 35.00 lakh in each case	Full Powers upto Rs. 20.00 lakh in each case


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ADMINISTRATIVE APPROVAL								
29		Approval Single Tender/Single Quotation in respect of proprietary items	-	Full Powers	Full Powers upto Rs. 150.00 lakh in each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case	-
30		Refund of Security Deposit / EMD and Caution Money Deposits	-	-	Full Powers	-	Full Powers	Full Powers
31		Sanction secured advance to other organizations / firms / suppliers	-	Full Powers – Chairman, Management Board	Full Powers for which the power delegated	-	Full Powers for which the power delegated	Full Powers for which the power delegated
32		Authorise payment to claims of clearing Agents as per terms of appointment of clearing agent	-	-	Full Powers	-	Full Powers	-
33		Taking on lease/rent building for Society's use and for residential purposes of employees	-	-	Full Powers	-	Full Powers upto Rs.2.00 lakh per month	Full Powers upto Rs.2.00 lakh per month


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FINANCIAL APPROVAL								
34	i)	Approve general guidelines for services.	-	-	Full Powers with the approval of F&A Committee	-	-	-
	ii)	Fixation of tariff rate of various services offered by NIELIT	-	-	Full Powers	-	-	-
35	i)	To open New Bank Account	-	-	Full power in any scheduled nationalize bank. All such cases to be reported to MB	-	-	-
	ii)	To operate and signing of Bank Documents/ Cheques	-	-	Full Powers. To be reported to MB	-	Full Powers in case of Centre/Extn. Centre. To be reported to MB	Full Powers in case of Centre/Extn. Centre. To be reported to MB
36		Staff Welfare Expenses as per approved policy of HQs	-	-	Full Powers	-	Full Powers - in respect of employee of the Centre.	Full Powers - in respect of employee of the Centre


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FINANCIAL APPROVAL								
37		To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	-	Full Powers – Chairman – MB for MD	Full Powers as per rules Subject to the condition that variation is not in excess of 25% of normal entitlement	-	Full Powers as per rules Subject to the condition that variation is not in excess of 10% of normal entitlement	Full Powers as per rules Subject to the condition that variation is not in excess of 10% of normal entitlement
38		Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc	-	-	Full Powers	-	Full Powers limited upto the value of Rs. 3.00 lakh in each case	Full Powers limited upto the value of Rs. 1.00 lakh in each case


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FINANCIAL APPROVAL								
39	i)	To admit sanction of reimbursement of expenses such as TA/DA,(Local & Foreign) LTC, Medical reimbursement, Children Education Allowance, Newspaper, Journals, Conveyance/ higher charges for official purposes, postage, telephone/ mobile etc. subject to NIELIT Rules	-	-	Full Powers	-	Full Powers in respect of employees of Centre	Full Powers in respect of employees of Centre
	ii)	To admit sanction of all advances including imprest to officials of the Society as per Rules	-	-	Full Powers	-	Full Powers	Full Powers
	iii)	To admit sanction of OTA to employees of the Society subject to NIELIT rules	-	-	Full Powers	-	Full Powers	Full Powers
40		Hiring of furniture, PCs or any type of equipment for official purposes	-	-	Full Powers	-	Full Powers	Full Powers.
41		Legal expenses	-	-	Full Powers	-	Full Powers limit upto Rs. 1.00 lakh each case	Full Powers limit upto Rs. 0.50 lakh per case


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FINANCIAL APPROVAL								
42		Repairs and maintenance of furniture, equipment, vehicles, etc.	-	Full Powers	Full Powers upto Rs. 100.00 lakh in each case	Full Powers upto Rs. 75.00 lakh in each case	Full Powers upto Rs. 35.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case
43		Entering into AMC of Equipments	-	Full Powers	Full Powers upto Rs. 200.00 lakh in each case	Full Powers upto Rs. 100.00 lakh in each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case
44		Recurring/Non-Recurring contingent expenditure not specifically mentioned in the above Rules.	-	-	Full Powers as per rules	-	Full Powers as per rules subject to overall limit of Rs.0.50 lakh per month (to be reported to MD)	Full Powers as per rules subject to overall limit of Rs0.50 lakh per month (to be reported to MD)
45		To invest the funds of the Society in any public financial institution, any other Government securities on short term/long term basis	-	-	Full Powers - within the overall guidelines laid down by Govt./GC/MB/F&A Committee		Full Powers - within the overall guidelines laid down by Govt./GC/MB/F&A Committee	Full Powers - within the overall guidelines laid down by Govt./GC/MB/F&A Committee
46		Sanction leased accommodation facility	-	-	Full Powers	-	-	-


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FINANCIAL APPROVAL								
47		Condemnation of vehicles OR Procurement of New Vehicles against condemnation/ New Purchases	-	-	Full Powers as per norms prescribed by Govt. to be reported to the MB.	-	-	-
48		Award contracts towards hiring of services for Pantry / Canteen / Security Services /House Keeping/ Clearing Services etc. as part of outsourced activities	-	Full Powers	Full Powers upto Rs. 200.00 lakh, cases beyond Rs. 200.00 lakh with the approval of MB	Full Powers upto Rs. 100.00 lakh on each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case
49		Approve lowest technically suitable offer where valid tender have been received and award of contract	-	Full Powers	Full Powers upto Rs. 200.00 lakh, cases beyond Rs. 200.00 lakh with the approval of MB	Full Powers upto Rs. 100.00 lakh on each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case
50		Cash purchases	-	-	As per GFR norms	-	As per GFR norms	As per GFR norms


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FINANCIAL APPROVAL								
51		Payment of Demurrage charges	-	-	Full Powers	-	Full Powers upto a maximum of 10% of Order Value	Full Powers upto a maximum of 10% of Order Value
52		Advertisement charges including press and publicity matters	-	Full Powers	Full powers upto Rs. 75.00 lakh in each case on DAVP rates	-	Full Powers upto Rs 25.00 Lakh in each case on DAVP Rates	Full Powers upto Rs. 10.00 Lakh in each case on DAVP Rates.
53		Use of official cars for private purposes	-	-	Full Powers as per provision in the Staff car rules, Govt. of India	-	Full Powers as per provision in the Staff car rules, Govt. of India.	Full Powers as per provision in the Staff car rules, Govt. of India.


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HR & PA APPROVALS								
54		Creation of Regular Posts	Full Powers to create posts (with the approval of Govt.)	-	-	-	-	-
55		Powers to engage persons purely on contract basis on consolidated remuneration	-	-	Full Powers	-	Full Powers for a period of one year for consolidated pay of Rs. 50,000 per month per person for NIELIT activities and Rs. 1.00 lakh per month per person for project activities. Transparent policy should be adopted.	Full Powers for a period of one year for consolidated pay of Rs. 50,000 per month per person for NIELIT activities and Rs. 1.00 lakh per month per person for project activities. Transparent policy should be adopted


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 (Rajeev Talwar)
 Chief Finance Officer

COPY NO:

DoP Sl No	Sub Sl No	Subject Matter	Governing Council	Management Board	Managing Director	Executive Committee	Director	Director-in- charge
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HR & PA APPROVALS

56		Abolition of post	Full Powers on recommendation of Management Board	-	-	-	-	-
57	i)	Appointment of CEO in the scale of PB-4, Grade Pay 10,000/.and above.	Full Powers-Chairman GC with the approval of ACC.	-	-	-	-	-
	ii)	Appointment of Director of Centre in the Scale of PB-4, Grade Pay 10,000/-	Chairman - GC	-	-	-	-	-
	iii)	Appointment of Director of Centre in the Scale of PB-4, Grade Pay Rs. 8900/-	-	Chairman, MB	-	-	-	-
	iv)	Appointment of Registrar	Chairman - GC on the recommendation of the CEO and shall be reported to Council					


(B. N. Choudhury)
Addl Director (P&A)


(Janak Raj)
Registrar


(Rajeev Talwar)
Chief Finance Officer

COPY No: _____

DoP SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Managing Director	Executive Committee	Director	Director-in- charge
HR & PA APPROVALS								
58		To make appointments against sanctioned posts, other than mentioned at serial No. 57.	-	-	Full Powers	-	Group 'B' and below in respect of the employees of the Centre	-
59		To approve scale at which honorarium is paid to visiting professionals and members of committees who are not employees of the Society.	-	-	Full Powers	-	Full Powers as per guidelines framed by HQ.	Full Powers as per guidelines framed by HQ.
60		Grant of higher pay/additional increments on appointment as per rules	-	Full Powers - Chairman Management Board	Full Powers – in respect of posts vide serial No. 58 subject to the recommendation by the Selection Committee	-	-	-


(B. N. Choudhury)
Addl Director (P&A)


(Janak Raj)
Registrar


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DoP SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Managing Director	Executive Committee	Director	Director-in- charge
HR & PA APPROVALS								
61		Probation Clearance	Full Powers - Chairman GC in respect of MD in the Grade Pay of Rs. 10,000/- and above.	Full Powers - Chairman, Management Board - for posts in the Grade Pay of Rs. 8,900/-	Full Powers - for the post for which MD is the appointing authority	-	Full powers for the post for which Director is the appointing authority.	-
62		Promotions against posts for which powers of appointments exists	Full Powers - Chairman GC	Full Powers - Chairman MB	Full Powers	-	Full Powers	-
63		Acceptance of resignation & Termination of Services against posts for which powers of appointments exists	Full Powers - Chairman GC	Full Powers - Chairman, MB	Full Powers	-	Full powers	-


(B. N. Choudhury)
Addl Director (P&A)


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Registrar


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Chief Finance Officer

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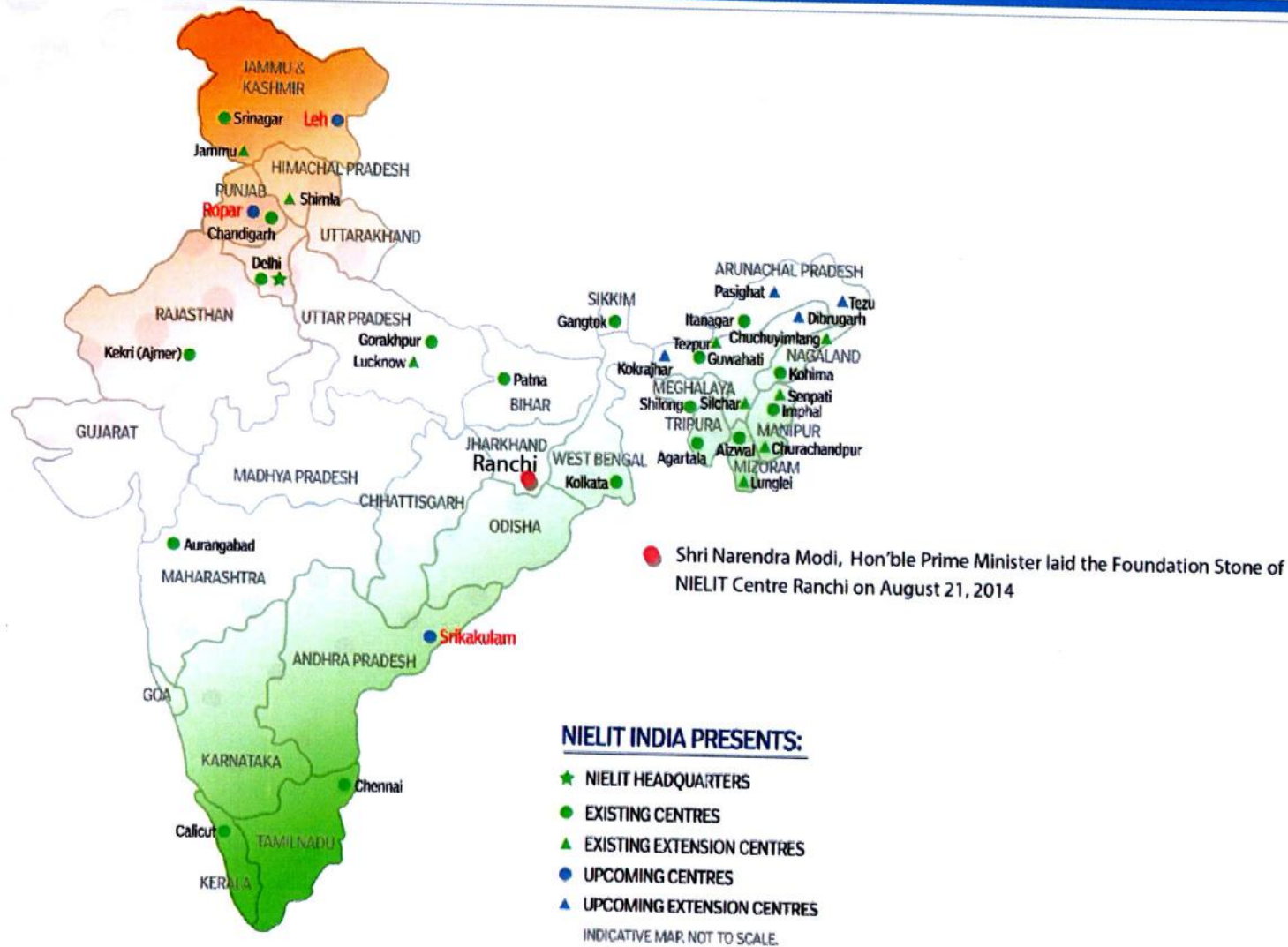
DoP Sl No	Sub Sl No	Subject Matter	Governing Council	Management Board	Managing Director	Executive Committee	Director	Director-in- charge
HR & PA APPROVALS								
64	i)	Disciplinary powers (Major Penalties)	Full Powers – Chairman GC – for the post for which the Chairman GC is the appointing authority	Full Powers - Chairman, MB - for the post for which the Chairman MB is the appointing authority.	Full Powers – for the post for which MD is the appointing authority	-	Full Powers for the post for which Director is the appointing authority	-
	ii)	Disciplinary powers (Minor Penalties)	-	-	Full Powers	-	Full Powers for the post which Director is the appointing authority	Full Powers for the post for which Director-in- charge is the appointing authority
65	Fixation of Pay		-	-	Full Powers – as per rule.	-	Full Powers as per rule.	-
66	EL & other kinds of Leave (CCS Leave Rules)		-	Full Powers	Full Powers except Self	-	Full Powers except Self	Full Powers except Self
67	CL/RH			Full Powers	Full Powers except Self		Full Powers except Self	Full Powers except Self


(B. N. Choudhury)
Addl Director (P&A)


(Janak Raj)
Registrar


(Rajeev Talwar)
Chief Finance Officer

COPY NO:



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref. No. I-12/1/2020-Admin-Part (1) (E-10100) | 609

July 27, 2023

OFFICE MEMORANDUM

In view of the diversification and multifold growth of activities of NIELIT viz. a. viz. increase in the cost of various services, with the approval of the Hon'ble MEIT and Chairperson, Governing Council, the Delegation of Powers to the Management Board and Director General of NIELIT are, hereby, amended to the extent as per enclosed Annexure-I.

For information and compliance by all concerned.

(Rajneesh Kumar Asthana)
Registrar

To:

1. Addl. Director (Finance) / CFO, NIELIT
2. Executive Directors/Directors/Directors-in-Charge, HQs and NIELIT Centres
3. HOWs - NIELIT

Copy to:

1. ITIS Section - For uploading on NIELIT website
2. Staff Officer to DG

Copy also for information to:

ABC Division MeitY: w.r.t their letter no. 5 (5)/2023-ABCD dated 19.07.2023

National Institute of Electronics and Information Technology (NIELIT)

Revised Delegation of Powers

Subject and Item No	Present delegation	Revised delegation		
		Governing Council	Management Board	Director General/CEO
Administrative Approval 1. (ii) (a) To accept sponsored projects and receive grants	Full Powers to Governing Council Full powers to MB where value upto Rs.50.00 Lakh		Full Powers	
1.(ii) (b) To accept / receive subscriptions or other financial contribution from within the country	Full powers to Governing Council Full Powers to DG where value upto Rs. 20.00 lakh (to be reported to Management Board)		Full Powers	Financial Powers upto Rs. 1000.00 Lakh (to be reported to Management Board)
6. Declare stores including office equipment as unserviceable / obsolete stores, furniture, material, equipment etc. and to approve their mode of disposal and write off of loss on account of disposal - off	Full Powers to Governing Council Full powers upto depreciated value of; Rs. 5.00 lakh - MB Rs. 3.00 Lakh – DG Rs. 2.00 Lakh - EC Rs. 1.00 lakh to DIC/ Dir in each case/proposal	-	Full Powers	Financial Powers upto depreciated value of Rs. 10.00 lakh in each case/proposal
7. Write-off irrecoverable loss of stores, furniture, material equipment etc. due to theft frauds or negligence of individuals	Full powers to Governing Council where original value of each item exceeds Rs. 2.00 lakh MB-Rs. 1.00 Lakh to Rs. 2.00 Lakh DG- Rs. 0.50 Lakh to Rs. 1.00 Lakh. All cases to be reported to MB EC- upto Rs. 0.50 Lakh Dir/DIC-Rs. 0.05 Lakh. All cases to be reported to EC.	-	Full Powers	Financial powers where original value of each item upto 10.00 lakh

Subject and Item No	Present delegation	Revised delegation		
		Governing Council	Management Board	Director General/CEO
9. Write-off loss of revenue or irrecoverable loans and advances	Governing Council – Full powers MB – Rs. 0.50 Lakh to Rs. 5.00 Lakh DG – Rs. 0.20 Lakh to Rs. 0.50 Lakh EC – upto Rs.0.20 Lakh Dir- upto Rs.0.05 Lakh DIC – upto Rs. 0.05 Lakh In each case	-	Full Powers	Financial Powers upto Rs. 1.00 lakh in each case.
12. Grant of extension of time of contracts including a change in milestones thereby leading to reduction of penalties etc.	Governing Council – Full Powers MB – Full powers upto the value of Rs. 2,500.00 lakh DG – Full Powers for contracts upto value of Rs. 200.00 lakh EC -upto Rs. 100.00 Lakh Dir -upto Rs. 50.00 Lakh	-	Full powers	Financial powers upto the value of Rs.200.00 lakh (Subject to provisions of contract)
Financial Approval 48. Award contracts towards hiring of services for Pantry/ Canteen/ Security Services/ Housekeeping/ Clearing Services etc., as part of Outsourced Services	Management Board-Full Powers DG – upto Rs. 200.00 Lakh. Beyond Rs. 200 Lakh, with the approval of MB EC -upto Rs. 100.00 Lakh Dir -upto Rs. 50.00 Lakh DIC -upto Rs. 25.00 Lakh		Full Powers	Financial Powers upto Rs. 500.00 Lakh in each case
Financial Approval 49. Approve Lowest Technically suitable offer where valid tender have been received and award of contract	Management Board-Full Powers DG - upto Rs. 200.00 Lakh. Beyond Rs. 200.00 Lakh with the approval of MB. EC – upto Rs. 100.00 Lakh Dir – upto Rs.50.00 Lakh DIC - upto Rs.25.00 Lakh		Full Powers	Financial Powers upto Rs.500.00 lakh in each case

Subject and Item No	Present delegation	Revised delegation		
		Governing Council	Management Board	Director General/CEO
To pay Statutory Dues Penalties/ Interest etc.	<i>Does not exist</i>		Full Powers	Financial Powers upto Rs. 100.00 lakh in each case.
Allocation of funds from the surplus of NIELIT for any academic research or business activities of the Society.	<i>Does not exist</i>			Full powers (To be reported to the Management Board)
HR & PA Approval 57(iv) Appointment of Registrar	Chairman-GC on the recommendations of CEO and shall be reported to Council		Chairman, Management Board on the recommendations of Director General	

Remarks:

- The delegated powers are to be exercised in accordance with the General Financial Rules, 2017 and guidelines prescribed by the Government from time to time on the subject or such other directions as may be issued by Governing Council.
- The Powers delegated shall be exercised in conformity with the rules/procedures formulated by the Society, and subject to budget provision, availability of funds and following normal purchase/stores procedures and administrative procedures.
- The matters related to policy decisions should be referred to the Governing Council.
